



30 April 1999

Personnel

CLOTHING ALLOWANCES FOR AIR FORCE PERSONNEL

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

NOTE: AFI 36-3014, 1 September 1998, is supplemented as follows:

This supplement provides guidance and procedures for issuing civilian clothing allowance (CCA) for Air Intelligence Agency (AIA) personnel. It applies to AIA units worldwide and AIA-gained Air Force Reserve units. It does not apply to AIA-gained Air National Guard units.

1.3. The Director of Personnel (HQ AIA/DP) approves positions that are authorized permanent duty CCA. The Chief Plans and Field Activities Branch (HQ AIA/DPPX) is responsible for administering the CCA program.

3.2. The commanders of the 67th Intelligence Wing, (67 IW) AIA centers, Air Force Cryptologic Office (AFCO), HQ AIA directors, and groups reporting directly to HQ AIA, are competent authority to approve temporary duty (TDY) and replacement permanent duty civilian clothing allowance. Authorize TDY CCA for formal training only if the reporting instructions specify wear of civilian clothing is mandatory. All other AIA direct reporting units will submit TDY CCA requests directly to HQ AIA/DPPX.

3.3.1.2. An exceptional circumstance request is submitted through appropriate channels to HQ AIA/DPPX.

3.3.1.4. **(Added)** Commanders will annually review the requirement for positions designated Permanent duty CCA, and submit changes through channels to HQ AIA/DPPX. The initial request to have a position coded for permanent duty CCA must be forwarded through appropriate channels to HQ AIA/DPPX. The request must contain:

3.3.1.4.1. Justification stating the request is based upon a security and, or safety need.

3.3.1.4.2. Incumbents name, social security number, grade, unit of assignment, and date of separation. This information is not applicable when coding a vacant position.

3.3.1.4.3. Personnel accounting symbol and unit manning document (UMD) position number.

3.3.1.4.4. Type (permanent duty) and season (summer, winter, or both) of CCA required.

3.5. Provide documentation (for example, travel orders or authorization letter) to the servicing accounting and finance office for entitlement computation of TDY CCA.

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Director of Personnel